

ARDOT CM-GC On-Call Program Evaluation Committee Selection Guidelines



CM-GC Proposals are comprised of Pass/Fail Criteria, Technical Criteria, and Interview Criteria as described in the applicable CM-GC project's Request for Proposals (RFP). The Department's Alternative Project Delivery Manager will review all Proposals for responsiveness to the RFP and, if responsive, satisfaction of the pass/fail criteria in the RFP. The Alternative Project Delivery Manager will also schedule, moderate, and provide comments on Proposer interviews alongside the APD Administrator. The Technical Criteria submitted in the Proposals will be scored by an Evaluation Committee coordinated by the Alternative Project Delivery Manager and APD Administrator.

Evaluation Committee members shall be selected prior to the release of the RFP and shall be comprised of four (4) Department employees, ideally regional and discipline leads who are involved and familiar with the project. Supervisors and their employees cannot serve on the same evaluation committee unless it has been approved by the Chief Engineer – Preconstruction.

Once the proposed Evaluation Committee has been selected, the APD Administrator shall send an Evaluation Committee Concurrence Memo (draft attached) to the Assistant Chief Engineer – Program Delivery for review and approval. Evaluation Committee members shall review the RFP and Proposal Evaluation Manual, raise any questions or clarifications about the evaluation criteria or process to the Alternative Delivery Project Manager, and sign a Confidentiality Agreement and Disclosure Statement. All members are bound by ethical and confidentiality requirements in the agreement and as described in the Evaluation Manual.

- If an Evaluation Committee member is unable to complete their evaluation responsibilities to the extent the Alternative Project Delivery Manager determines necessary, the Alternative Project Delivery Manager shall take necessary steps determined appropriate to arrange for substitution of evaluation personnel.
- Upon receipt of the Proposals, the Project Manager will provide a list of Proposer team members to the Evaluation Committee. The list of Proposer team members shall be reviewed by all Evaluation Committee members to ensure that there are no potential conflicts of interest. If there is a conflict of interest, the Evaluation Committee member shall notify the Alternative Project Delivery Manager and an alternative member shall be selected to participate in the Evaluation Committee.